



2002 Summer Encampment Headquarters

Minnesota Wing – Civil Air Patrol

United States Air Force Auxiliary

PO Box 11230, St. Paul, Minnesota 55111-0230

MEMORANDUM FOR ALL CADETS, FOURTH CADET TRAINING GROUP, MNWG

01 May 2002

From: Major Douglas Kilian, Encampment Commander

Subj: Welcome to encampment

Congratulations! Your application to participate in the 2002 Minnesota Wing Summer Encampment has been accepted and approved. Please read this letter and all of the enclosed information carefully. I am excited about the opportunity of providing you with an outstanding encampment experience and I welcome you to our encampment.

Important Dates & Transportation Information

The encampment is scheduled for 15 - 23 June 2002. You are expected to report to your transportation meeting site at the specified time on 15 June. **DO NOT BE LATE!** In past years we have left without individuals because they were late. If you miss the encampment transportation, you will be responsible for getting to Grand Forks AFB on your own. We will return on 23 June to the specified drop off point. Return times will be distributed during encampment. You will find specific transportation instructions on an attached sheet. If you have a special request or situation please, contact Maj Vicki Eckhoff at 651-388-0398. Maj Eckhoff is the encampment Executive Officer and will be coordinating all transportation issues.

If you are unable to attend the encampment you must contact me immediately to cancel and open your slot for another cadet. Refunds will be given out according to the following schedule. **All refunds will have a \$10.00 materials fee taken from the amount:**

- *Written cancellation request received on or before 18 May: 100% minus materials fee*
- *Written cancellation request received between 18 - 31 May: 75% minus materials fee*
- *Written cancellation request received between 01 - 08 June: 50% refund minus materials fee*
- *Written cancellation request received after 08 July: **No refund***

If you are unable to complete the encampment, I will review refund requests on a case by case basis.

Uniforms, Supplies, and Haircuts

Please check your packing against the packing list we have enclosed. If you are in need of uniform items, **YOU MUST SECURE THEM PRIOR TO ENCAMPMENT.** You will not be able to buy uniform items until late in the week, and you will need them before that. You can contact the CAP Bookstore, the HOCK SHOP (1-800-THE-HOCK), or Wing Supply for uniform items. Failure to have a complete uniform will impact your ability to pass inspection and effect your eligibility for graduation.

Your haircut must meet the specifications of CAPM 39-1 upon arrival at encampment. Please review these requirements carefully. Specifically, note the requirements of bulk, appearance, and ***no block styles***. Cadets who report with haircuts that do not comply will be required to have their hair cut to meet CAPM 39-1. Cadets will pay for their own haircuts.

Contraband Items

The following items are not allowed at encampment. The encampment staff will confiscate contraband items. **Perishable items will not be returned (including candy, soda, or food of ANY sort).**

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| • Weapons | • Non-CAP reading material (except for religious texts) |
| • Knives (pocket knives included) | • Video Game systems |
| • All food items | • Walkmans/Discmans/Watchmans |
| • Soda/Pop/Juice/Sports drink | • Tobacco, cigarettes, chew, etc. |
| • Alcohol | • Clothes with alcohol, cigarette, sexual, or other unacceptable designs on them. |
| • Non-prescription drugs | |
| • Pagers, cell phones, computers | |

Any items that are an express violation of CAP regulations such as tobacco, alcohol, drugs, or weapons will be confiscated and the member will be sent home immediately. Further adverse membership action will be taken. In addition, bringing weapons or narcotics onto an Air Force installation is a violation of federal law.

Expectations and Standards

By attending this encampment you are saying, "I want to be a leader!" To become a good leader you must first demonstrate the ability to be a follower and to master the standards and knowledge presented to you. I expect excellence from you and every encampment participant. Only a 100% effort will be accepted.

A copy of the Cadet Standard Operating Procedure (SOP) has been included in this mailing. The SOP is a **standard** that you will be expected to live by. A standard is a tool or device we use to measure your abilities, compliance, and mastery of a topic. Besides the SOP we will use other standards throughout the encampment such as CAPM 39-1 Uniform Manual, AFR 36-2203 Drill & Ceremonies, and CAPR 52-16 CAP Cadet Program Regulation. It would be helpful to you to become familiar with each of these standards before arriving at encampment. **You are expected to bring your copy of the SOP, in good condition, with you to encampment otherwise you will be required to purchase a new copy for \$5.00.**

The Cadet Training Group

At encampment you will be part of a unit called the "Cadet Training Group." This year your Cadet Training Group (CTG) Commander will be C/Maj Emily Hellmuth. Do not mistake the CTG for just another term. The Cadet Training Group is a unit unto itself, comprised entirely of cadets, run by cadets, and led by cadets. The Senior Staff exists simply to mentor and ensure that the CTG meets the obligations and requirements set forth in the CAPR 52-16 standard. If you dedicate yourself to excellence perhaps you too can some day be a part of the staff, or even command, the Cadet Training Group.

Information for parents

This year, in an effort to make encampment more "tangible" to you, we are going to be maintaining and updating a website for the encampment throughout the week. From the website you can get updates, see pictures, and even send your son or daughter email! The address for the website is <http://www.mnwg.cap.gov/cp/4ctg/>

Emergency communications can be directed to the Encampment Command Post. This number will be distributed to the local unit commanders once we arrive at the base. The number will also be posted on the website. Check with either of these sources for the correct phone number. Please do not send email of an emergency or sensitive nature. If you have news to relay to your son or daughter please use the Command Post phone number so we can ensure that Chaplain or other services are available if necessary.

In past years parents have been encouraged to attend the graduation banquet on Saturday evening. Unfortunately, due to the events of September 11th and the subsequent tightening of security at military facilities around the world, we will need to review requests to attend the banquet on a case by case basis. Requests to attend the banquet can be directed to the Executive Officer at 651-111-1111.

If your child takes prescription medication please remember to send sufficient quantities for the entire week. **This includes psychotropic medications and/or medications to address ADD/ADHD conditions.** The encampment is a high-stress environment and every year we have cadets who have extreme difficulty succeeding because they typically do not take their ADD/ADHD medication during summer months.

Need more information?

Hopefully the information in this packet will answer your questions. If it does not, please feel free to call either C/Capt Caralyn Flack (218-766-1136) or the Commandant of Cadets, Maj Todd Mandel (608-788-3559). Congratulations on accepting the challenge and welcome to encampment!

DOUGLAS KILIAN, Major, CAP
Encampment Commander